



# *Maryland Department of Budget & Management*

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## *Office of Personnel Services and Benefits*

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### **MEMORANDUM**

**TO: SPMS and Independent Agency Personnel Directors**

**FROM: Andrea Fulton**  
**Executive Director**

**DATE: May 27, 2003**

**RE: Military Administrative Leave**

As a result of the passage of HB 816 and SB 505, State employees on active military duty on July 1, 2003 or State Employees who are activated for military duty on or after July 1, 2003 may use Military Administrative Leave for active military duty, not including active duty training. This law is effective July 1, 2003 and allows State employees to be paid the difference between the employee's military salary and the employee's State salary while on active military duty. The Military Leave Bank will no longer be in affect after June 30, 2003.

The attached information contains specific instructions for the implementation of this new provision of the State Personnel and Pensions Article, § 9-1107. Employees on leave from the Military Leave Bank will have to provide you with salary information prior to July 1, 2003 in order to continue to receive any payment while on active military duty. State employees that have been activated for sometime may not be aware of these changes. It is important that agencies notify their activated employees about this new law. Attached for your convenience is a suggested agency letter to these employees. Also attached is a worksheet to aid Personnel Officers in calculating the employee's new salary while on active military duty.

If you have any questions regarding this matter, please contact Ms. Leslie Buchman 410-767-4718. Thank you for your cooperation.

cc: Cecilia Januszkiewicz  
Cindy Kollner